

S-E-C-R-E-T

SSA/KUBEAD

LCCASSOCK
EE Division Subsidy Project
Revised Administrative Plan

I. Budget

1. Prior to presentation of the project to approving authorities, the budgetary responsibilities of the Office of the Comptroller shall be discharged by his designee on the Staff of the SSA-DD/S. Concurrence of the SSA-DD/S shall indicate completion of an affirmative review. In the event of a non-concurrence, the project will be returned through the PP Staff to the EE Division for appropriate action. Annual review of the budgetary data for continuing projects will be effected by the SSA-DD/S during the processing of annual operational programs and for project renewals.

II. Cover

2. The ostensible source of funds for continuing operations of LCCASSOCK shall be a cleared and witting attorney, who is representing an interested PBPRIME group which prefers to remain anonymous. Ostensibly CADRIER, the principal agent, has made contact with this lawyer and the necessary arrangements have been made. Cover correspondence is available for backstopping this story. It will appear that the cleared and witting lawyer will transmit funds directly to the LCCASSOCK group. In actual fact it is not intended that the lawyer will physically obtain and handle any projects funds; in PBPRIME funds mechanics will be entirely through use of KUBEARK's own fully-controlled facilities.

3. Any additional source of funding later required, when considered to be desirable, will be worked out in coordination with the Central Cover Branch.

III. Funding

4. Upon receipt of a request for advance from the EE Division specifying in the "remarks" section that the advance be made by the Finance Division through overt funding channels, the Finance Division shall arrange to transfer funds through overt banking channels from KUBEARK controlled PBPRIME bank account to the bank account of the Agent. At the time of each transfer of funds, the Finance Division, Office of the Comptroller shall transfer to the Chief of the Field Station accountability for the total amount of the funds specified for transfer.

5. For each transmittal received ostensibly on behalf of the notional PBPRIME group, CADRIER, the principal agent, shall tender two signed true-

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SOURCE/METHOD/EXEMPTION 3B2B
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007

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name receipts. One of these, executed for cover purpose, shall show payer, payee, date, amount, and purpose of the funds advanced, and shall be forwarded by return mail to the ostensible donor who will forward all correspondence to KUBARK headquarters office. The second receipt, which may omit reference to the payer of the funds, shall be covertly provided by CARRIER to the field case officer, who shall forward it to Authorized Certifying Officer of the field station for retention.

6. In the event any other source of funding deemed later required, CARRIER will tender a signed true-name receipt for forwarding to the Authorized Certifying Officer of the field station.

IV. Accounting

7. The principal agent shall furnish to the LOCCASSOCK field case officer at least quarterly an accounting for all funds received by the organization. This accounting will show the cash balance at the beginning and end of the period, the cash received by source, and disbursements for the period classified by purpose of expenditure. The principal agent shall certify that the accounting is a true statement of the cash received and disbursed during the period and of the amount of funds on hand at the end of the period.

8. The field case officer shall review the financial accounting and attach his certificate thereto stating that, to the best of his knowledge and belief and based on reports of accomplishment received from the organization, the funds were disbursed for the purpose for which they were advanced.

9. The financial accounting report and the certifications of the principal agent and the field case officer will be forwarded to the authorized field approving officer who will certify that, to the best of his knowledge and belief, these funds were properly expended in the interest of the Agency. The approved accounting report and the certification of the principal agent and the field case officer will be forwarded to the Station finance officer for recording and retention.

V. Writeoff

10. The Authorized Field Certifying Officer shall have the authority to accept the receipts referred to in paragraphs 5 and 6 above, as the accounting for the writeoff to cost of the amounts involved and as a basis for establishing Memorandum Accounts which are maintained for the purpose of reflecting the unaccounted-for portion of the project subsidy.

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11. The Authorized Field Certifying Officer shall have the authority to accept the financial statements and the attached certifications referred to in paragraphs 7, 8, and 9 above, for recording in the Memorandum Control Accounts.

VI. Notification of Field

12. The EE Division shall be responsible for advising the field station of the pertinent provisions of this Administrative Plan.

APPROVED, by direction of DD/P

/s/ Richard Helms
Chief of Operations, DD/P

12 July 1957
Date

AUTHORIZED, by direction of DD/S

/s/ []
Special Support Assist. to the DD/S

8 July 1957
Date

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